

Kent County Council  
KENT HIGH WEALD COUNTRYSIDE PARTNERSHIP  
Job Description: *Volunteer Trainee Conservation Officer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Kent High Weald Partnership</b>
<b>Grade:</b>	<b>N/A (Voluntary; budget for travel and training)</b>
<b>Responsible to:</b>	<b>Kent High Weald Partnership Manager</b>
<b>Hours:</b>	<b>No fixed hours. 2-3 days per week. Must be available 8am-5pm Wednesdays and Thursdays</b>

**Purpose of the Job:**

To implement the aims and objectives of the Kent High Weald Partnership (KHWP), in particular to support the Partnership Officers in the management, conservation, and community engagement of the Local Nature Reserves and other Greenspaces that KHWP manages.

**Main duties and responsibilities:**

- To assist the Partnership Officers with leading and managing practical volunteer task days with volunteers on our nature reserves and greenspaces
- To assist the Partnership Officers with the planning and delivery of community events
- To assist the Partnership Officers with site access improvements and site habitat and species surveys

**Training outcomes and opportunities:**

Following successful completion of the trainee role, the trainee will have gained significant experience, skills and knowledge managing nature sites and volunteers, and have been offered a variety of training opportunities (subject to the needs of the trainee) such as:

- Brushcutter Maintenance and Use
- First Aid
- Species identification
- Safe use of hand tools
- Volunteer management
- Site Management Plan writing
- Habitat management techniques
- Constructions skills
- Health and Safety/Risk Assessments

Countryside Management Partnership Trainees have a high success rate of gaining paid employment following their traineeship.

## Kent County Council

### Person Specification: *Volunteer Trainee Conservation Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	N/A
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Some experience of practical outdoor work</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Good communication skills</li> <li>Must be able to get to the KHWP Office at Bedgebury Pinetum or access remote locations in the Tunbridge Wells Borough</li> <li>Willingness to learn new skills</li> <li>Ability to work within a team as well as on one's own initiative.</li> <li>Reliable</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Some knowledge of wildlife/ countryside management.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>

This post will be subject to a DBS check.